



## **SUPERVISORY EMPLOYEE CHECKLIST**

1. What is the employee's job title?
2. Describe the employee's duties.
3. Describe the employee's work location.
4. How many individuals does the employee allegedly supervise? What are their classifications/titles?
5. Does the employee perform work similar to the work performed by the allegedly supervised employees? Compare duties.
6. What percentage of the employee's time is spent performing bargaining unit work? Alleged supervisory functions?
7. Is the employee performing the alleged supervisory functions on a temporary or permanent basis?
8. To whom (name and title) does the alleged supervisor directly report? What is the nature of the assignments received from his/her supervisor and the extent to which the employee reports to that supervisor?
9. How many levels of authority (management and supervisory) are there above the alleged supervisor?
10. Does the alleged supervisor utilize independent judgment when making decisions? Are decisions routine or clerical in nature? Give examples.
11. Does the alleged supervisor have authority to control or influence personnel policies and practices versus work processes at the work site?
12. Has the alleged supervisor participated in the hiring process? If yes, answer the questions below.
  - A. If the alleged supervisor is a member of a hiring committee, how does the committee function? What is the role of the alleged supervisor?
  - B. Does the alleged supervisor have authority to independently hire or effectively recommend the hiring of new employees?
  - C. To whom does the alleged supervisor make hiring recommendations?
  - D. What weight is accorded the recommendation?
  - E. Who makes the ultimate hiring decision?

SUPERVISORY EMPLOYEE CHECKLIST (Page 2)

- F. How many employees have been hired or effectively recommended for hire by the alleged supervisor? During what time period?
- 13. Does the alleged supervisor schedule and assign work to employees? If yes, answer the questions below.
  - A. Who makes the original assignment of work to the alleged supervisor?
  - B. To whom does the alleged supervisor assign work? How is the assignment made and what is the nature of such assignment?
  - C. Are assignments made by the alleged supervisor reviewed by a higher authority? Have they been altered?
  - D. Describe and give examples of the type of orders or instructions given.
  - E. Does the alleged supervisor have authority to alter regular assignments and assign specific additional tasks? Are these alterations made in consultation with higher authority?
  - F. What role do established employer policies play in the scheduling and assignment of work?
  - G. Before starting work each day, do the allegedly supervised employees meet with the alleged supervisor to receive assignments?
  - H. What role does seniority play in the scheduling and assignment of work?
- 14. Who makes the decision to transfer employees from one job to another? If the alleged supervisor has made the decision, when has this occurred? What factors were involved?
- 15. To what extent were the working conditions and wages of the transferred employee affected by the transfer?
- 16. Does the alleged supervisor complete evaluations? If yes, answer the questions below.
  - A. What is the purpose of evaluation, e.g. disciplinary, promotion, wage increase, etc?
  - B. Has an employee ever been disciplined/promoted/terminated pursuant to an evaluation by the alleged supervisor?
  - C. Do any non-management, non-supervisory personnel complete evaluations? If so, what is their classification and for whom do they complete evaluations?

SUPERVISORY EMPLOYEE CHECKLIST (Page 3)

- D. Does anyone else sign the evaluation besides the alleged supervisor and the evaluated employee? By whom and why?
- E. Have evaluations been changed or reviewed? By whom?
- 17. Is the alleged supervisor on a salary schedule? Does s/he receive additional compensation for supervisory duties?
- 18. Is the alleged supervisor paid overtime for extra hours or given CTO?
- 19. Does the alleged supervisor receive any benefits or special privileges not granted to non-supervisory employees? Are they granted to other supervisory, confidential and managerial employees?
- 20. Does the alleged supervisor have authority to approve sick leave, authorize overtime, or schedule vacations? Give examples.
- 21. Does the alleged supervisor have authority to grant time off to employees?
  - A. Has the authority been exercised?
  - B. Is the decision final or does the alleged supervisor have to check with others? Is there a policy or practice on granting time off? Describe the policy and amount of discretion the alleged supervisor has to deviate from policy or practice.
- 22. Does the alleged supervisor independently hire, train and instruct substitutes?
- 23. Does the alleged supervisor regularly inspect the work of others?
- 24. Does the alleged supervisor direct others to correct improperly performed work?
- 25. Is the alleged supervisor the only person in the work unit present on a shift with apparent authority?
- 26. How does the alleged supervisor's seniority compare with that of other employees? Is the alleged supervisor an older, more experienced employee exercising purported authority?
- 27. Does the alleged supervisor help others solve problems/answer questions they may encounter in their work?
- 28. Do employees make reports to the alleged supervisor?
- 29. Does the alleged supervisor make announcements from management to other employees?

SUPERVISORY EMPLOYEE CHECKLIST (Page 4)

30. Does the alleged supervisor have authority to resolve grievances or adjust complaints? Describe method used and extent of the alleged supervisor's handling of grievance/complaint.
31. Does the alleged supervisor report rule infractions? To whom?
32. Does the alleged supervisor have authority to independently discipline or effectively recommend disciplinary action or dismissal of employees?
33. Does the alleged supervisor hold meetings with or approve time sheets of employees?
34. Does the alleged supervisor order supplies for the department/unit?
35. Does the alleged supervisor attend supervisor meetings? How often?
  - A. What is the reason for attendance?
  - B. What other classifications are present?
  - C. What is the extent of the alleged supervisor's participation?
36. Have the allegedly supervised employees been told that the employee is a supervisor? Who told them?
37. Describe the alleged supervisor's role in the collective bargaining process.